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**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA**

DEC 03 1996

GRANT PRICE
CLERK, U.S. BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA
BY: Grant Price, DEPUTY

**GENERAL ORDER
CONCERNING FILING OF MAILING LIST
AND DEBTOR'S NOTICING REQUIREMENTS**

Pursuant to the authority granted the court in Fed.R.Bankr.P. 2002, a mailing list, separate from any list of creditors required by Fed.R.Bankr.P. 1007(a), is hereby ordered to be filed in every case. This mailing list shall consist of the name, address, and correct zip code of all entities required to have notice of the petition, or whom the debtor desires receive notice, and the Oklahoma Tax Commission. In addition, in those cases where the District Director of the Internal Revenue Service is listed, the Special Procedures Staff in Oklahoma City shall be included.

The clerk may strike from the list the name and address of entities for which an address is not supplied. Also, upon return of any notice sent by the clerk as undeliverable by the United States Postal Service, the clerk shall strike the name and address of such entity from the mailing list and return the undelivered documents to debtor or debtor's attorney. The clerk shall not send notices to any entity stricken from the mailing list until a complete and correct address is supplied. Should debtor desire any stricken entity to receive notice it is debtor(s)' responsibility to take actions appropriate to cause notice to be effected.

The clerk is ordered to add debtor(s), debtor(s)'s attorney, the United States Trustee and the trustee appointed under chapters 7, 12, and 13 to all mailing lists. These parties must not be listed on mailing lists originally submitted by debtor for filing.

The clerk's office relies heavily on computer automated procedures to make possible the timely provision of notices to all entities involved in each of the numerous cases now being filed. This necessitates the mailing list comply substantially with the following additional requirements:

(A) Addresses. All addresses should be presented using only postal standard abbreviations as directed by the United States Postal Service in the publication "Postal Addressing Standards." The two letter state identifier as prescribed by the United States Postal Service should be used. All addresses must not contain punctuation such as periods or commas. A single space should be used in lieu of punctuation. Zip codes must appear only on the same line as the city and state. Do not place the zip code on a separate line;

(B) Print Styles. The mailing list must be typed or printed in Arial, Courier, or Times New Roman typeface, 12 - 14 pitch. Use all upper case letters. Do not use light, bold, expanded, condensed, script, italics or other types of stylization such as shading;

(C) Single Column. The mailing list must be typed in a single column, left justified on a 2 1/2" left margin with no less than 1" top and bottom margins;

(D) Spacing. Each name and address must consist of no more than five total lines, with at least three blank lines between each name and address block;

(E) Characters. Each line must be no more than forty characters in length. No special characters shall be used, except a hyphen in the zip code. Use a single space in lieu of special characters;

(F) Attention Lines and Account Numbers. The entity to whom a notice should be routed to at an addressee shall be listed by name on the first line of an address block. Do not include the word "attention" or the phrase "in care of," or any abbreviation thereof, as part of any line in a block. Account numbers shall not be included on any line;

(G) Duplicate Addresses. Do not list any entity twice at the same address, no matter how many accounts with, or claims against, debtor an entity may have;

(H) Paper Quality. The mailing matrix must be printed on paper of no less than 20 lb. weight. Do not use onion skin, colored or erasable bond.

(I) Stray Marks and Miscellaneous Information. Do not place page numbers on any page of the list. Do not print any type of header or title on any page of the list;

(J) Verification. The mailing list must be verified, or accompanied by an unsworn declaration under penalty of perjury, as to its accuracy and completeness, as required by Fed.R.Bankr.P. 1008 for any list submitted by debtor.

Upon any amendment to the schedules which adds creditors, or conversion of a case resulting in noticing requirements to additional entities under applicable provision of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure, an amended mailing list containing only the additional entities must be filed conforming to the requirements in this order. No amended schedules adding creditors shall be accepted for filing when presented without an amended mailing list and all applicable fees. An amended mailing list


consisting of additional parties must be filed within five days of entry of an order converting any case to chapter 11.

This order abrogates that order of similar topic entered on June 16, 1994, and shall be effective from and after January 1, 1997.

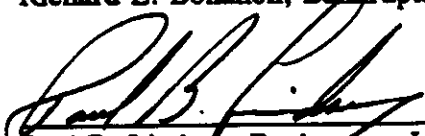
Date: December 3, 1996.



John TeSelle, Chief Bankruptcy Judge



Richard L. Bohanon, Bankruptcy Judge



Paul B. Lindsey, Bankruptcy Judge